



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
SECTION FOR CHILD CARE REGULATION
FACILITY DIRECTOR CERTIFICATION REQUEST

Send to: Section for Child Care Regulation
Director Certification
PO Box 570
Jefferson City, MO 65102

TO BE COMPLETED BY CANDIDATE

NAME		NAME ON SUPPORTING DOCUMENTS (If Different)
ADDRESS (STREET, CITY, STATE, ZIP CODE)		
TELEPHONE NUMBER	DATE OF BIRTH	SOCIAL SECURITY NUMBER

REQUIRED DOCUMENTS TO BE SUBMITTED WITH THIS REQUEST (Check all that apply.)

EDUCATION:

- ☐ OFFICIAL TRANSCRIPT (NOT A COPY) FROM AN ACCREDITED COLLEGE OR UNIVERSITY BEARING THE SEAL OF THE COLLEGE OR UNIVERSITY
- ☐ ORIGINAL GRADE CARD(S)
- ☐ ORIGINAL COLLEGE/UNIVERSITY DIPLOMA (EARLY CHILDHOOD OR ELEMENTARY EDUCATION)
- ☐ CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL
- ☐ TEACHING CERTIFICATE

CHILD CARE WORK EXPERIENCE (SALARIED AND SUPERVISED) IF NEEDED TO MEET RULE:

- ☐ FACILITY DIRECTOR WORK EXPERIENCE (BCC-71-A). This form documents job title and duties, beginning and end dates of employment, full-time or part-time; number of hours worked per week, number of months worked per year, name and title of supervisor.
- ☐ WRITTEN VERIFICATION FROM LICENSING AUTHORITY OF LICENSE BEGIN AND END DATES.

SIGNATURE OF CANDIDATE	DATE
------------------------	------

SCCR OFFICE USE ONLY

CERTIFICATION

BASED ON THE INFORMATION RECEIVED, IN ACCORDANCE WITH LICENSING RULE 19 CSR 30-62.102 (2) (B) 3. B, THE SCCR HAS DETERMINED THAT THE ABOVE – NAMED CANDIDATE:

- ☐ MEETS EDUCATION/EXPERIENCE REQUIREMENTS TO BE DIRECTOR OF A FACILITY THAT HAS A LICENSED CAPACITY OF UP TO—
 - ☐ 20 children
 - ☐ 60 children
 - ☐ 99 children
 - ☐ 100 or more children
- ☐ DOES NOT MEET THE EDUCATION/EXPERIENCE REQUIREMENTS TO BE A FACILITY DIRECTOR FOR THE FOLLOWING REASONS.

SIGNATURE OF SCCR REVIEWER	DATE

EXPLANATION OF DIRECTOR QUALIFICATIONS

Licensing rules require a facility director to have the following education and/or work experience qualifications:

Licensed Capacity	Education and Experience
Up to 20 Children	Thirty (30) college semester hours, with six (6) of the thirty (30) hours in child-related courses; or twelve (12) months' experience with six (6) college semester hours in child-related courses; or a CDA credential.
21-60 Children	Sixty (60) college semester hours. Twelve (12) of the hours must be in child-related courses; or twenty-four (24) months' experience and twelve (12) college semester hours in child-related courses.
61-99	Ninety (90) college semester hours. Eighteen (18) of the ninety (90) hours must be in child-related courses; or thirty-six (36) months' experience and eighteen (18) college semester hours in child-related courses.
100 or More	One hundred twenty (120) college semester hours. Twenty-four (24) of the one hundred twenty (120) hours must be in child-related courses. Six (6) of the twenty-four (24) college semester hours may include courses in business or management; or four (4) years' experience and twenty-four (24) college semester hours in child-related courses. Six (6) of the twenty-four (24) college semester hours may include courses in business or management.

Evaluation of educational background:

- All college semester hours must have been received from an **accredited** college or university.
- Only **official transcript** bearing the seal of the college or university will be accepted.
- The required courses may include child related courses in early childhood education, elementary education, child development, child psychology, nutrition, first aid, recreation, nursing, health, marriage and family, social work, sociology or other related areas as approved by the Department.

Evaluation of work experience:

- Facility Director Work Experience (BCC-71-A) is used to document a director candidate's child related work experience need to meet licensing rules.
- The experience must have been responsible, supervised, full-time (a minimum of 35 hours per week), paid experience in working with children in a child care setting. Part-time experience may be prorated to a full-time equivalent.
- Verification of work experience must be confirmed in writing by the previous employer with detailed information about the job title/description while employed; the beginning and ending dates of employment; whether a full-time or part time paid employee; the daily or weekly hours employed; name and title of supervisor.
- Each month of full-time experience may be substituted for two college semester hours in unspecified courses but not for the required child related courses.